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Preparatory Committee for the 2020 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

30 January 2018

English only

Second session
Geneva, 23 April–4 May 2018

Information for participation by non-governmental organizations

Summary

The present document provides preliminary information for non-governmental organization (NGO) participants. Any necessary additional information will be provided closer to the date of the session. Documentation and other information, as it becomes available, will be posted on the 2018 Preparatory Committee website (http://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2018/).

Date: 23 April to 4 May 2018

Opening plenary meeting: Monday, 23 April at 10 a.m.

Place: Assembly Hall
Palais des Nations
Geneva

18-01419 (E) 020218

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I. Provisions for the attendance of non-governmental organizations

1. Based on the practice of the previous preparatory committees and on the relevant rules of procedure of the 2015 Review Conference, which will apply provisionally for the session of the Preparatory Committee until a final decision on this matter is taken, representatives of NGOs shall be allowed, upon request, to attend the meetings of the Committee other than those designated closed, to be seated in the public gallery, to receive documents of the Committee and, at their own expense, to make written material available to the participants in the Committee. The Committee will also allocate a meeting for NGOs to address the Committee.

II. Practical arrangements for accreditation, registration and issuance of grounds passes

Accreditation

2. All requests for accreditation must be submitted to the United Nations Office for Disarmament Affairs no later than **2 March 2018** using the online form available at https://goo.gl/forms/tAB0atnqcbFhSMvM2. NGOs must upload an accreditation request on the official letterhead of the organization listing the full names and titles of the representatives who will attend. NGOs that have not attended an NPT meeting in the past should indicate previous interactions between the organization and the United Nations in relation to nuclear disarmament and non-proliferation issues. A mission statement or summary of work of the organization should be provided.

3. Those NGOs that have requested accreditation as stated above will be informed by the Office for Disarmament Affairs by email by **16 March 2018** of the outcome of their request for accreditation to the Committee. Please bear in mind that individuals requesting accreditation, as well as those planning to attend side events, must be at least 18 years of age. For questions relating to accreditation, please contact Ms. Diane Barnes (diane.barnes@un.org).

Registration and issuance of grounds passes

4. Incomplete registrations and registrations received after the deadline will not be processed. The Secretariat can no longer grant last-minute requests from non-governmental organizations for guest or visitor passes.

5. Online registration will be available from **17 March to 16 April 2018** to organizations whose accreditation has been provisionally approved.

6. Attendees must complete a registration form on the new online Indico system at https://reg.unog.ch/event/23077/registration/ and follow the process described. Indico is a system that will facilitate participation in this and future meetings at the Palais des Nations. Once participants are registered by the system, their profile will remain and they will only have to update it if needed. Participants will have to attach a scanned copy of their passport or national identification card and the letter, including their name on the list of the organization, as a mandatory document when registering online. If the requested documents are not attached, the system will reject the application. A user guide is available for reference on the webpage of the second session of the Preparatory Committee under the registration category (http://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2018/).

7. Once their registrations have been approved in Indico, NGO representatives will each receive via email an e-ticket/QR code. Grounds passes valid for the duration of the Preparatory Committee will be available for collection from the Pass and Identification Unit at the Pregny Gate of the Palais des Nations. Participants are

advised to come to the Pregny Gate well in advance to allow enough time for security checks.

8. The pass office is open from 8 a.m. to 5 p.m., Monday to Friday. Representatives will need to have their passport and e-ticket/QR code with them to collect the grounds pass. For matters related to registration and issuance of grounds passes, kindly contact Ms. Diane Barnes (diane.barnes@un.org). After the session begins, kindly direct related inquiries to Ms. Claudia Garcia Guiza (claudia.garcia-guiza@un.org).

III. Facilities for non-governmental organizations

9. In order to facilitate the participation of NGOs in the Committee, conference room M3, with a capacity of approximately 100 seats, will be made available for use by all accredited NGOs for their meetings, briefings, side events and for distribution of official conference documents to their representatives. Ms. Allison Pytlak, the designated NGO Coordinator, will be responsible for the allocation of time and availability of the room for NGO briefings and meetings. Ms. Pytlak's contact details are provided below.

10. NGOs are solely responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all costs related thereto. The Secretariat does not receive or store any materials on behalf of NGOs. NGOs are advised to ensure that boxes or other containers can be easily opened for security inspection, upon request. The Secretariat will authorize the removal of materials judged to be inappropriate.

IV. Documentation

11. Official documents and statements of the Committee will be posted on the Preparatory Committee website at (https://www.un.org/disarmament/wmd/nuclear/npt2020/prepcom2018/).

12. Pending a decision by the Committee, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the secretariat through the NGO Coordinator prior to public display.

V. Presentations by non-governmental organizations

13. Without prejudice to a decision by the States parties as to the programme of work of the Committee, it is tentatively expected that a plenary meeting for NGO presentations will be held on Wednesday, 25 April 2018, from 10 a.m. to 1 p.m. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Committee during the session allocated for NGO presentations. The NGO Coordinator, Ms. Allison Pytlak, will provide a confirmed list of speakers, as well as a set of 25 copies of each presentation (for interpretation purposes) to the secretariat, not later than 1 p.m. on **24 April 2018**.

VI. Side events and exhibits of non-governmental organizations

14. The availability of space for side events during the session is limited. Side events that can be accommodated within the room allocated to NGOs will be scheduled by the NGO Coordinator. In order to coordinate the calendar of events held in the margins of the meetings of the Committee, the secretariat would be grateful to

receive advance information on planned NGO events. It is important that this information be relayed as soon as possible, in particular if assistance is needed from the secretariat to facilitate arrangements. Any request for side events must specify the list of all necessary technical equipment and services. The provision of certain technical equipment and services will need to be paid for by the requesting NGO. The information should be transmitted to the secretariat by the NGO Coordinator by **23 March 2018**. NGOs must make sure that lecturers, presenters, speakers or any other invitees of their side events have valid grounds passes or register them as members of their own delegations to the Preparatory Committee.

15. Limited space is available for exhibits. Please contact Ms. Diane Barnes (diane.barnes@un.org) for requests for exhibit space and to inquire about the relevant details. After the session begins, kindly direct related inquiries to Ms. Claudia Garcia Guiza (claudia.garcia-guiza@un.org).

VII. Contact person for non-governmental organizations

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NGO Coordinator
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777 UN Plaza, 6th Floor
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VIII. Letters of invitation and visas

16. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas for travelling to Geneva in order to attend the meetings of the Committee. It is the responsibility of NGO representatives to make their own arrangements for visas, travel and related costs.

NGO representatives checklist	*Deadline*
Requests for NGO accreditation sent to the NPT secretariat	2 March 2018
Notification by email from the secretariat confirming to NGO representatives whether accreditation documentation was received in order and whether the name of their organization will be included in the list of submissions to States parties	16 March 2018
Request for NGO representative registration	16 April 2018